



USAID
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AFGHANISTAN

SOLICITATION NUMBER: USAID/306/18/12/ODG

ISSUANCE DATE: February 06, 2018

CLOSING DATE/TIME: February 20, 2018

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – Project Management Specialist (Democracy and Governance), FSN-11 (Multiple Vacancies)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Brian Carney
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: USAID/306/18/12/ODG**
- 2. ISSUANCE DATE: February 06, 2018**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: February 20, 2018 no later than 4:30pm Kabul time.**
- 4. POSITION TITLE: Project Management Specialist (Democracy and Governance) (Multiple Vacancies)**
- 5. MARKET VALUE: Equivalent to FSN-11 (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE: Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

Under the general supervision and technical guidance of the Democracy and Governance Office Director, Deputy Director, and/or Technical Team Leader, the employee serves as a program manager, Contracting/Agreement Officer Representative (A/COR) and the Mission's professional specialist. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis and evaluative services across the country.

The incumbent is also responsible for designing, managing and evaluating multi-million dollar USAID initiatives promoting democracy and governance that are politically viable, cost effective, and respond effectively to areas of greatest need and potential. As such, the employee must be knowledgeable about and committed to the role democracy and governance plays in a democratic system and must be effective in obtaining the willing agreement, cooperation and support of relevant counterparts in the country. Counterparts include, but are not limited to, U.S., international, and indigenous private voluntary organizations (NGOs/PVOs); international donors; Afghanistan government officials; and legal professionals.

2. Statement of Duties to be Performed

A. Program/Project Design and Management:

Manages assigned democracy assistance activities or selected components of complex democracy projects, which are underway in the country. Prepares the scope of work and illustrative budget for new and follow-on activities, evaluations, and other related efforts. Reviews and comments on technical and cost proposals and work plans by prospective and existing implementing partners. The incumbent prepares and/or reviews specifications for commodity procurement. Monitors performance through site visits, written reports, management of a third party monitoring mechanism, and regular communication with implementers and recipients. The incumbent identifies delays and problems with democracy projects and formulates pragmatic solutions. Documents findings and follow-up actions in monitoring reports. Researches and provides implementers with information or appropriate guidance on USAID regulations and how to comply with them. Monitors project accruals and disbursements. Prepares authorizations for signature of responsible superiors. Consistent with the overall Mission strategy, the incumbent independently cultivates/maintains contacts and dialogue with local partners, Afghan government officials as well as non-governmental organizations (NGOs) groups in the country. The dialogue with these contacts will be used by the employee to monitor the legal and political environment for democracy and when appropriate, to advocate reforms in policies to strengthen democracy and to curtail good governance. Within the framework of guidelines provided by the Democracy Officer, conducts negotiations with relevant counterparts in Afghanistan regarding the design, development and implementation of Democracy and Governance (DG) activities and programs, and the types and amounts of support to be provided by each party.

B. Mission Strategy:

The incumbent assists the Democracy Officer in reviewing all Mission activities for compliance with U.S. laws, USAID regulations and policies, international law, and bilateral international agreements between the U.S. Government and host country government. Analyzes the policy documents of government and non-governmental organizations of Afghanistan and other donors operating in the country to identify “targets of opportunity” for future USAID interventions in support of democracy and good governance in order to minimize duplication of efforts. On the basis of USAID policy and program objectives, the incumbent prepares technical and policy analyses to evaluate trends in the development of democratic culture--the USAID Mission’s Democracy and Governance objective. Contributes directly to the drafting of annual and semi-annual performance reviews, notifications to Congress, and other required reports as assigned. On a selected basis, the incumbent provides reporting and analysis on initiatives, programs and activities outside of the Democracy & Governance portfolio. As requested, briefs officials from the United States and Afghanistan along with contractor representatives on the state of democracy development, needed reforms, counterpart actions, constraints and other related issues. Drafts technical justifications for new activities and for changes to ongoing activities and programs. These drafts cover economic, political, cultural and social factors; assistance objectives and methodology; and needed inputs and expected results. Activities include research and writing, as well as substantive participation in program planning and implementation Mission wide.

C. Country analysis and program reporting:

The incumbent analyses and reports on aspects of democracy assistance activities in Afghanistan relating to democracy and good governance. Using published and unpublished sources, and, where necessary, conducting research of a qualitative and/or quantitative nature, assesses the impact of new developments and interventions regarding democracy assistance in assigned areas. On the basis of contacts and research findings, the incumbent advises ODG staff on program and project strategies and technical approaches, analyses the policy statements and plans of the government and non-governmental organizations of Afghanistan and other donors operating in the country to inform USAID programming. Contributes to the drafting of annual and semi-annual performance reviews, notifications to Congress, briefing memoranda and other required reports, as assigned. May serve as site officer or control officer for site visits by senior U.S. Government officials. As requested, briefs officials from the United States and Afghanistan along with contractor representatives on the state of democracy development, needed reforms, and needed counterpart actions, constraints and other related issues. Participates as a full member of the DG office. Participates in strategy and program reviews. Comments on other activity managers' project documents, as requested. Drafts and solicits comments from other members for their consideration and approval. Drafts technical justifications for new activities and for changes to ongoing activities and programs. These drafts cover economic, political, cultural and social factors; assistance objectives and methodology; and needed inputs and expected results. Serves, as assigned, as the DG member on Mission teams overseeing other strategic objectives or cross-cutting issues, which interact with democracy assistance objectives. As requested, participates in other technical offices and provides substantive input on DG issues.

3. Supervisory Relationship

Under the overall direction of the Democracy and Governance Officer, or his/her designee, plans and carries out day to day management of his/her portfolio with a high degree of independence. Assigned duties demand innovative thinking, sound judgment, personal initiative, and the ability to assume increasing responsibility and authority. Meets regularly with supervisor to discuss status of projects and related activities.

4. Supervisory Controls

Supervision of other Mission staff is not contemplated.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a "USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: A Bachelor's degree in Political Science, Law, Business/Public Administration, International Relations/communication, or Economics is required. (Education requirement must be met at the time of application for the subject position).

Work Experience: The incumbent must have a minimum of five (5) years' relevant work experience in elections, monitoring and evaluation, rule of law, anti-corruption, civil society, community development, donor assistance, and/or economics activity within Afghan Government national provincial and local government agencies, which demonstrates knowledge about the local conditions and capacities of Afghanistan; and/or experience in another field, which demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant analytical and project management efforts. (Work experience requirement must be met at the time of application for the subject position).

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).

Knowledge: A thorough knowledge and understanding of the political situation and the legal sector in Afghanistan is necessary. Contacts with appropriate governmental officials and non-governmental professionals are essential. This must be complemented by a good understanding of 1) the economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan. Must have good knowledge, or the potential to acquire such knowledge, of USG legislation relating to development assistance; USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

Skills and Abilities: The incumbent must have ability to obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to independently establish and maintain contacts with senior-level Ministerial officials of the Afghan government and with important persons in the non-governmental arena in order to explain and defend USAID project and program policies, objectives and procedures and to transmit and interpret host country government and non- governmental sector attitudes and concerns to senior USAID officials.

III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

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|---|----------------------|-------------------|
| • | Work Experience | 50 points |
| • | Job Knowledge | 25 points |
| • | Skills and Abilities | 25 points |
| | Maximum Points: | 100 points |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and or to an oral interview.

IV. PRESENTING AN OFFER

13. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line: **Project Management Specialist (Democracy and Governance)(ODG 1812).** Offers must be received by the closing date and time specified in **Section I, item 3.**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or a curriculum vitae

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to

provide the required documentation will result the rejection of their application from further consideration.

- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

2. Offers must be received by the closing date and time specified in **Section I, item 3**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Transport Shuttle Service to Female Staff Only**
- c. **Premium Pay**
- d. **Leave Benefits**
- e. **Medical Benefits**
- f. **Death and Disability Benefits**
- g. **Retirement and other end of service benefits**
- h. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.